

19 May 1971

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report - CS Records II #6-71
dated 10-14 May 1971

Student Body

1. Nine students attended the course. Their grades ranged from GS-04 through GS-13 (average, GS-08) and their length of service from two years through seventeen years (average, nine years). There were two cancellations before the course began.

Speakers

25X1A

2. [REDACTED] C/African Division/Central Reference Service, gave a good presentation on the services available in CRS to the biographic researcher. He was particularly effective in emphasizing the uses of AEGIS, the CRS mechanized recovery system, and why it should not be expected to lend more than peripheral support to biographic research.

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3. [REDACTED] came as an unscheduled guest. As one of the principal architects of the new U.S. COMINT procedures, [REDACTED] was able not only to outline the differences between the old systems and the new, but also to field questions from the students. We intend to watch developments in this area for the next few months before deciding whether or not to ask that her talk be made a regular part of the program.

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4. The remaining speakers were our regular representatives.

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Course Content and Presentation

5. There were no changes in either the curriculum or the manner of presentation. However, this was our first opportunity to make use of the new CS Name Trace Handbook, prepared by DDP/Records Management Staff. We expect to make this a part of the regular kit material henceforth, and will schedule regular readings for each day's assignments.

Student Critiques

6. Attached herewith.

Chief Instructor's Comments

7. This was a small but very satisfactory class, whose members reflected a fairly broad range of experience, both at Headquarters and in the Field. Class comments and discussions were unusually fruitful.

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8. [REDACTED] whose performance in the last CS Records II was unsatisfactory, came in on Thursday at the request of OTR/CTP and wrote a second final exercise. The results were a considerable improvement over his first.

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9. The Chief Instructor came down with flu halfway through the course and had to hand over to [REDACTED] Since this is the last CS Records II in which he will take part, I would like to express my appreciation for his assistance over the past year, and particularly for his thorough and professional handling of emergencies such as this. Insofar as possible we will continue to work together in his new assignment, but his services will be greatly missed.

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Chief Instructor

Attachments

- A. Course Schedule
- B. Student Roster
- C. Student Critiques

Distribution

Original - DTR

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment